Creating an A&A Account

Through the *common interface*, applications can allow new users to create accounts, using a process called **self-registration**. The process requires a valid e-mail address and about 15 minutes to complete.

There are four steps to self-registration:

- o **requesting** an account
- o **confirming** an account
- o setting a **password**, and
- o establishing an **identity baseline**

Self Registration Rules

Before you start the registration process, make sure to understand the following rules:

- o You must have a valid e-mail address, and have access to the e-mail account to complete the registration process
- o Only one A&A account can use any given e-mail - if you share an e-mail address with someone else, we won't be able to tell you apart if you forget your passsword
- o You must request the account and complete the confirmation step from the same PC and browser session (i.e. if you close the window you will have to start over)
- o You must have JavaScript and cookies enabled in your browser. A&A will tell you if they're not

Password Rules

Keep these rules in mind when selecting a password:

- o Passwords must be 8 characters long, or more.
- o You may use upper-case and lower-case letters, numbers or symbols (like * or $)
- o Passwords must contain three out of the four types of characters listed in the bullet above.
- o To protect your account, you cannot change the password more than once per day.
- o You will be required to change your password every 60 days.
- o You may not use the same password over and over again. The system will keep track of the last several passwords you use to prevent this from happening.

Step-by-Step

Start

Start at your application's home page (see example at right). Some applications will automatically send you to log on, and others will show an A&A icon to click on.

Notice the **"Sign In"** icon on the left side of the page. That's your link to log in using Enterprise A&A. Click that icon (if needed) and you'll arrive at the Common Interface page.

Note: Some applications may use separate buttons for logon and registration.

Create Account Page

When you see this page, you have left the application and arrived at the A&A website.
The "CREATE AN ACCOUNT" tab should already be selected. If not, click on it.

Enter your first and last name, then click "Register" to start the registration process.

State of Iowa Common Logon

Enterprise A&A   What Is A&A?

| SIGN IN | CREATE AN ACCOUNT | FORGOT PASSWORD | FORGOT ID |

Create an account for State of Iowa Common Logon here.

Sign up now to get credentials you can use for State of Iowa Common Logon and at other Enterprise A&A enabled sites.

First Name: _____

Last Name: _____

Register ?

Possibly have an account already?

Create the Request

The next registration page will show the name you've entered and suggest your new A&A Account ID. You may change it to any allowable value

State of Iowa Common Logon

Single Sign On - State of Iowa Common Logon   ?

Account Id: _____ TEST.USER @IOWAID

First Name: test

Last Name: user

Email: _____

Confirm Email: _____

Save Account Details   Cancel

You are looking at SSO Registration   Transaction Id: 5D4Q9O

Enterprise A&A

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but it must be unique. The system will let you know if the ID you choose is already in use.

Verify the Account ID you want to use, then enter your e-mail address. You'll need to enter it twice, so that A&A can be sure it's the right one and that there are no typos in the address.

Note: If the address is wrong, you won't be able to confirm the account.

To submit your request, click "Save Account Details". The system will send a **confirmation e-mail** to the address you entered above and will provide a confirmation message

that explains the next steps

Confirmation E-Mail

Check your e-mail account. Within a few minutes, you'll get a confirmation message from the Enterprise A&A system. It will include instructions on how to complete the registration process, including a link to the confirmation page.

Click the link, and the A&A confirmation page should open in your browser window.

Confirm the Account

To confirm the account and make it active, you'll need to enter the confirmation code that was sent in the e-mail message above. This is required in order to prevent someone from registering with an e-mail that doesn't belong to them.

In addition, you'll see some squiggly text below the confirmation code box. This is called a CAPTCHA, and is meant to ensure that only humans (and not computers) are confirming accounts.

If the confirmation code from your e-mail is not already in the "Step 1" box, type it in. Also, enter the squiggly text in the "Step 2" box.

If you **do not** receive an e-mail within 30 minutes, you can click the "New Account" button to start the

State of Iowa Common Logon

🔑 Enterprise A&A   **What Is A&A?**

Account Confirmation

ⓘ You have recently registered for a new account. You must complete the confirmation process before you will be allowed to continue.

STEP 1

Enter the 6 character Registration Confirmation Token found in the Account Confirmation Email you received.

If you did not receive an email or are having an issue with Step 1 click the following button to create a [New Account]

[   ] ❓

STEP 2

Enter the code shown above.
[Get code I can read!]

Play Audio of code   [   ] ❓

STEP 3

[Confirm My Account]

registration process again.

If you can't read the CAPTCHA that is presented on the screen in "Step 2", click the "Get me one I can read!" button to get a different one. You can repeat this several times, until you get one that is readable.

When you've entered both pieces of information, click the "Confirm My Account" button under "Step 3" to complete the
registration process.

Set a Password

The new account won't have a password by default, so you will need to provide one.

Enter your new password into the first field. You will not be able to read the text - this is common for password fields. Enter it again, to make sure that it is correct, and click "Save New Password".

If the password cannot be set, check the list of hints at the bottom of the page for help in fixing the problem.

Establish an Identity Baseline

In order to to recover a forgotten password in

State of Iowa Common Logon

Self Service Password Change - **State of Iowa Common Logon**   ⑦

Identity Baseline for michael.tutty@iowa.gov

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --   ▾

Answer 1: [   ]   Confirm: [   ]

Question 2:

-- Select Question --   ▾

Answer 2: [   ]   Confirm: [   ]

Question 3 (Create your own question.):

[   ]

Answer 3: [   ]   Confirm: [   ]

Save Identity Baseline | **Cancel**

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account   Transaction Id: 7VAZCO
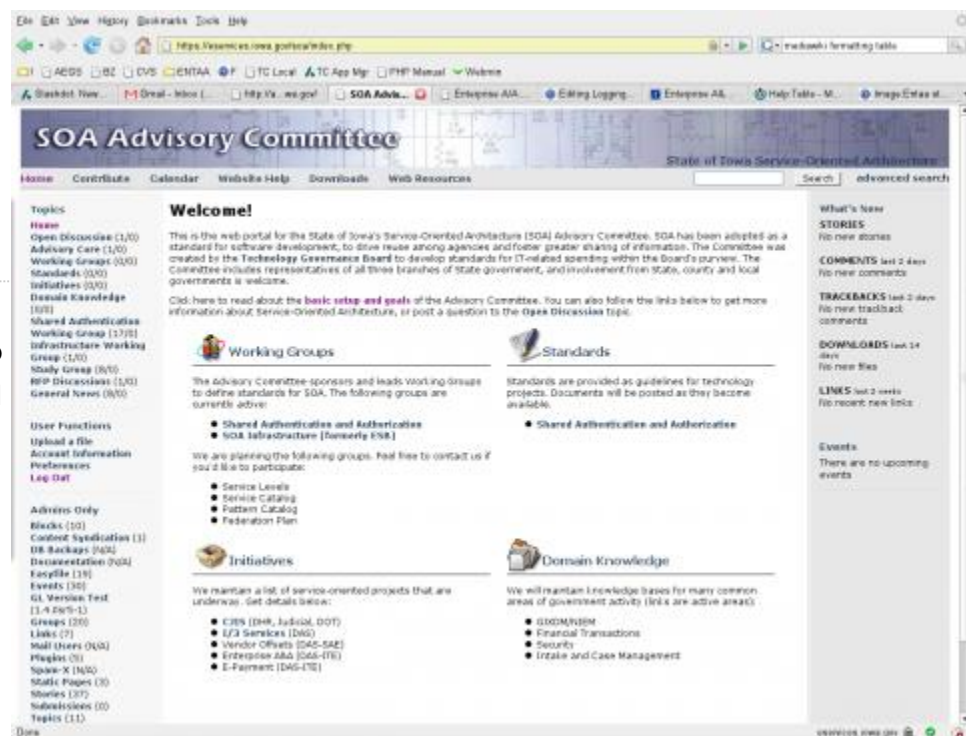
🛈 **Enterprise A&A**

the future, you need to establish a set of questions and secret answers that A&A can ask you if needed. These questions are not readable by anyone else. You may give any answers that you can remember well, even if they're not correct.

You'll need to provide three questions and answers. For the first two, select a question from the list. Enter the answer for each question twice, to prevent any errors. For the third question, you may enter anything you like for the question and the answer.

Return to your application

You're done setting up your account. A&A will save the information you've provided and send you back to the application. After returning to the application, it will now recognize you and allow those menu items that you have access to.

After your account is set up this one time, Logging In will be much simpler.

User Guide Links

Follow these links to learn more about the A&A service:

- o Enterprise A&A User Guide
- o A&A Basics
- o Logging In
- o Creating an Account
- o Administration of an A&A-enabled website

Tags: